

COMMUNITY CARE LICENSING DIVISION

*"Promoting Healthy, Safe and
Supportive Community Care"*

TECHNICAL SUPPORT PROGRAM

Self-Assessment Guide

ADULT DAY CARE FACILITY STAFF RECORDS



TECHNICAL SUPPORT PROGRAM ADULT DAY CARE FACILITY STAFF RECORDS

This tool is designed to assist facility operators to perform periodic self-assessments of their staff records. It includes the most commonly required staff records. It is not an exhaustive list of all staff records. ***It cannot be used as a substitute for having a good working knowledge of all records required by regulation.*** Be sure that all documents are signed and complete. It is recommended that each box and/or space is marked to demonstrate that the entire form has been reviewed.

R = Reviewed

U = Updated

N/A = Not Applicable

Staff Name: _____

Review Date							Expires/ Update Due
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Application LIC 501							
Health Screening LIC 503							
TB Test Results LIC 503							
Criminal Record Statement LIC 508							
First Aid Card							
Verification of Education/Experience							
Fingerprint Clearance (DOJ/FBI)							
Driver's License/ DMV Printout							
Water Safety Certificate							
Documentation of Training							
Restricted Health Condition Training							
Universal Precautions Training							
Abuse Reporting Requirements Form SOC 341A							

Application (LIC 501)

Due Date: Prior to employment.

Updates Due: None.

Health Screening and TB Test (LIC 503)

Due Date: Within 7 days of employment.

Updates Due: When there is a change in employee health that affects his/her ability to perform duties.

Criminal Record Statement (LIC 508)

Due Date: Prior to employment or initial presence in the facility for all persons 18 years of age or older.

Updates Due: None

First Aid Card

Due Date: Prior to employment.

Updates Due: Expiration date on card.

Verification of Experience/Education

Due Date: Prior to employment.

Updates Due: None.

Fingerprint Clearance

Due Date: Submitted to the Department of Justice prior to employment or initial presence in the facility for all persons 18 years of age or older.

Updates Due: None.

Driver's License or DMV Printout

Due Date: Prior to transporting clients.

Updates Due: When license expires.

Water Safety Certificate

Due Date: Prior to supervising clients in activities, which may require water rescue.

Update Due: When certificate expires.

Documentation of Training

Due Date: Upon completion of training.

Updates Due: Whenever new training is received.

Restricted Health Condition Training

Due Date: Prior to providing services to clients with Restricted Health Conditions.

Updates Due: When the Restricted Health Condition Plan changes.

Universal Precautions Training

Due Date: Time of Employment

Updates Due: None

Abuse Reporting Requirements Form (SOC 341A)

Due Date: Form SOC 341A to be completed at the time of employment and the abuse training is to be completed within 60 days of employment.

Updates Due: None.